



CITY OF LEESBURG SPECIAL EVENT APPLICATION FORM

Please submit **Form C** if the special event is a **"Minor Event"**. A Minor Event per Chapter 26 of the Leesburg Code of Ordinances is defined as a Special Event of one day or less in duration, **does not include the sale or distribution of alcohol** and has an estimated cost of under \$1,000.00 in City services, staff overtime and equipment usage. **Minor Special Event applications must be submitted 45 days prior to the Special Event.** All backup materials must be submitted 30 days prior to the Special Event.

OR

Please submit **Form C** if the special event is a **"Supporting Event"**. A Supporting Event is an event or activity ancillary to and in support of a Special Event, **providing service such as transportation** to or from the Special Event, or similar activity not being provided by the Event Organizer, and supplied by local businesses, community groups or private individuals within or outside of a permitted Special Event Venue.

PLEASE COMPLETE ALL INFORMATION - DO NOT LEAVE ANY SPACES BLANK
WRITE N/A IN SPACES THAT DO NOT PERTAIN TO YOUR EVENT
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
PLEASE PRINT USING BLACK INK OR TYPEWRITER

Return application to:
 Community Development Office
 204 N. 5th Street, Leesburg, FL 34748
 City Contact: Special Events Coordinator - (352) 728-9760

Section 1 – Applicant Information

Name of Event:					
Name of Applicant (last, first, middle)					
Street Address					
City		State		Zip	
Home Phone		Work Phone			
Cell Phone		E-mail Address			
Website		D.L. # / State			
Corporation/Organization Name or D.B.A.					
State of Incorporation		Tax ID #		Sales Tax #	
Business Street Address					
Mailing Address (if different from above)					
City		State		Zip	
Current City of Leesburg Business License #					

Section 2 – Event Information

Location of Event/Street Address			
Owner of property where event is to be held (if private property, a letter authorizing use by the owner must be included)			
Date(s) of Event(s)	Hours of Event	Set-up Date and Time	Clean-up Date & Time

Briefly Describe Event			
Has this event ever been held at another location?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
If yes, where?			
When?			

Section 3 - Insurance

Copies of all certificates of insurance required must be attached and must show the name of the event and dates of the coverage prior to the issuance of the event permit. Please have your insurance company FAX the certificate to the attention Community Development 352-326-6617 at least 30 days prior to the event date.
<u>General Liability Insurance</u> - A certificate of commercial general liability insurance <u>naming the City of Leesburg as an Additional Insured</u> is required for all events taking place on City property. The certificate must indicate the date, time, and location of the event. The person/organization listed on the certificate must be the applicant. The commercial general liability policy shall be written on an occurrence basis including person injury, property damage and products liability coverage's with limits of at least \$1,000,000 . Higher limits may be required if event includes hazardous activities.
Automobile Liability Insurance Certificate of insurance with a minimum of \$500,000 coverage per occurrence is required if automobiles or any other licensed motor vehicles are used as part of the event and must name the City of Leesburg as an Additional Insured.

Section 4 - Indemnification

Applicant/Permitee agrees to indemnify and hold harmless the City of Leesburg and its agencies representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permitee and third parties, (b) the issuance of this permit, and (c) the City's approval of security provisions regarding Applicant's proposed event for which this application is being prepared. This indemnification includes the costs of litigation and counsel fees. Applicant/Permitee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim. The Applicant/Permitee shall have full control of the defense of any litigation and may settle, compromise or adjust the same, provided, however, that the City, on relieving the Applicant/Permitee in writing of indemnification, shall have the right, if it so elects, to conduct any such litigation at its own expense by its own counsel.	
Applicant's Signature	Date

Section 5 - Certification

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. This permit is not transferable to any other individual or group.	
Applicant's Signature	Date